Information Technology Resource Management Council (ITRMC)
Meeting Minutes
(Approved by Council June 23, 2003)

February 19, 2003
1:35 to 3:30 p.m., East Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

The February 19, 2003, meeting of the Information Technology Resource Management Council (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME
Council Chairman Pam Ahrens, who welcomed members and guests present, called the meeting to order.

ATTENDANCE

Members/Designates Present:
Pam Ahrens, Department of Administration
Colonel Dan Charboneau, Idaho State Police
Ken Harward, Association of Idaho Cities
Mary Elizabeth Jones, Filer
Karl Kurtz, Department of Health and Welfare
Representative David Langhorst, Idaho House
Representative Elmer Martinez, Idaho House
John Peay, Idaho Supreme Court
Senator Elliot Werk, Idaho State Senate
Steve Wilson, Idaho State Tax Commission
*Dan Hawkins, Department of Education
*George Judge, Office of the State Controller
*Nancy Szofran, State Board of Education

*Designate

Absent Members:
Senator Hal Bunderson, Idaho State Senate
Representative Lee Gagner, Idaho House
Dr. Marilyn Howard, Department of Education
Keith Johnson, Office of the State Controller
Roger Parks, JR Simplot Co.
Gary Stivers, State Board of Education

Others Present:
Scott Barber, Dept. of Health and Welfare
Nathan Bentley, ITRMC Staff
Brad Broker, Department of Health and Welfare
Dena Duncan, Department of Administration
Rich Elwood, ITRMC Staff
Bill Farnsworth, ITRMC Staff
Don Fournier, ITRMC Staff
Emily Gales, ITRMC Staff
Matt Howarth, Motorola
Bobby Hunter, Intermountain Tech. Group (ITG)
Mike Key, Idaho State Police

Dodie Linder-Collier, Dept. of Administration
Mark Little, Division of Purchasing
Marshall Major, Moffatt Thomas
Michael Peña, Department of Finance
Jonathan Perry, Bureau of Disaster Services
Major David Rich, Idaho State Police
Joe Roche, Department of Administration
Les Shaddock, Ada County Sheriff's Office
Susan Simmons, Idaho Transportation Dept.
C. E. Wright, Department of Health and Welfare

ITRMC UPDATE
Chairman Ahrens introduced and welcomed **Senator Elliot Werk** and **Colonel Dan Charboneau** as the newest members of the Council.

MOTION: Ken Harward moved and Karl Kurtz seconded a motion to approve the June 19, August 21, and December 11, 2002, ITRMC Meeting Minutes, and the motion passed unanimously.

ITRMC IT POLICIES, ENTERPRISE STANDARDS & GUIDELINES

Upon six-month review by the ITRMC Staff, no changes were recommended for the following standards: 3130 Network Services – Video Conferencing; 2120 Electronic Mail – Messaging; and 5110 Metatags.

Policy 1010 IT Standards and Guidelines Framework *(revision)*
A 'Procedure Reference' was added to this policy identifying newly drafted ITRMC IT Enterprise Guideline G120, Exemption Request.

Guideline G120 Exemption Process *(new)*
During discussion of this guideline, Council members Colonel Dan Charboneau and **Steve Wilson** expressed concern with the following item: 'Guideline, 2. Identification of the ITRMC Standards or Policies that an agency is complying with or moving towards compliance." Action on G120 was deferred until later in the meeting. The revised guideline was presented with the following changes: point 2 under 'Guideline' was removed, and point 4 was revised to read: "Summary of the affected or proposed environment…"

MOTION: Karl Kurtz moved and Ken Harward seconded a motion to approve revisions to ITRMC IT Policy 1010, IT Standards and Guidelines Framework, and the motion passed unanimously.

Policy 1030 Electronic Document Management *(revision)*
This policy was significantly updated to be simpler, more understandable, and in harmony with the new ITRMC policy format introduced at the August 29, 2001, Council meeting. This policy was initially originated to help administer a statewide document management contract that is no longer in place. Specific language related to the contract was deleted from the revised policy. Upon approval, this policy would be forwarded to State document/record managers for review.

There was some discussion regarding the exclusion of reference to e-mail. E-mail storage was intentionally left out of the policy, as this should be an individual agency's decision. Per Chairman Ahrens, the ITRMC Staff would research the issue of e-mail extensively, and an in-depth discussion would be introduced at a future ITRMC meeting.

After some discussion, it was decided the first bullet under 'Policy, Legal Issues' would be removed.

MOTION: Karl Kurtz moved and John Peay seconded a motion to approve revisions to ITRMC IT Policy 1030, Electronic Document Management, with stricken language under 'Policy, Legal Issues,' and the motion passed unanimously.

Discussion:
In answer to a question from Council member Steve Wilson, **Bill Farnsworth** (ITRMC Staff) advised Microsoft Outlook 2002 (XP) had not yet been accepted as a standard, and so was not listed in ITRMC IT Enterprise Standard 2120, Electronic Mail – Messaging.

There was some discussion as to why Microsoft products were chosen as ITRMC e-mail messaging standards.

MOTION: Representative Elmer Martinez moved and Colonel Dan Charboneau seconded a motion to adopt the newly drafted ITRMC IT Enterprise Guideline G120, Exemption Process, with stricken and amended language under 'Guideline,' and the motion passed unanimously.

ITRMC UPDATE
Representative Elmer Martinez introduced **Representative David Langhorst**, who would be replacing Martinez on the Council.

DEPARTMENT OF HEALTH AND WELFARE
Charles Wright, Department of Health and Welfare (IDHW) Chief Information Officer, provided a report of a security assessment performed for the IDHW by RedSiren, Inc. in preparation for compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Discussion:

Rich Elwood, Statewide IT Coordinator and ITRMC Staff, briefly discussed the spread of the **Sapphire/Slammer Worm**, which was classified as the fastest computer worm in history. (A computer worm is a program that propagates itself over a network, reproducing itself as it goes.)

There was some discussion of the work of and representation to the ITRMC **Enterprise IT Security and Business Recovery Work Group**. Chairman Ahrens asked that a Division of Public Works representative be included in the group's discussions.
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Audience member **Mike Peña**, Department of Finance, expressed security-related issues his two-person IT department was facing. He wondered if there was a State group that could be established to quickly test software patches, etc. and provide advisory services to small agencies. This issue was discussed further. Ahrens asked that Elwood work with Peña to ensure he was provided with information requested.

WORK GROUP / COMMITTEE UPDATE

Access Idaho Steering Committee – Report by Jeff Walker, Access Idaho
Farnsworth announced that Scott Somerhalder, former General Manager of Access Idaho, had been offered an opportunity in the State of Kentucky. **Jeff Walker**, who had served as Access Idaho's Marketing Director, had transitioned to the General Manager position.

Walker provided a summary of recent Access Idaho activities, along with plans for 2003 (refer to handout: http://www2.state.id.us/itrmc/council/minutes/m030219/accessidaho.pdf).

Idaho Geospatial Committee (IGC) – Report by Jonathan Perry, Bureau of Disaster Services
Jonathan Perry, newly appointed IGC Chair, offered a brief report of Committee accomplishments and undertakings.

Public Safety, Emergency Communication Committee

E911 Systems Subcommittee – Report by Les Shaddock, Ada County Sheriff's Office
Les Shaddock presented proposed changes to the existing Emergency Communications Act. Since last presented to the Council, the proposal had been divided into two separate House Bills (for more information, see: http://www3.state.id.us/oasis/H0258.html;

http://www2.state.id.us/itrmc/council/minutes/m021211.htm#e911; and
http://www2.state.id.us/itrmc/council/minutes/m020821.htm#e911).

In answer to a question from Senator Werk, Shaddock advised the E911 Systems Subcommittee had met with eight to nine wireless vendors, and with many various governmental entities. The outcome: all but one vendor was in support of the proposed House bills.

Public Safety Statewide Trunked Radio System Subcommittee –
Report by Major Dave Rich, Idaho State Police
Major Dave Rich advised he would report back to the Council at its next meeting with a recommendation of details pertaining to a **State Interoperability Executive Committee (SIEC)** (background information available at:
http://www2.state.id.us/itrmc/council/minutes/m021211.htm#trunkedradio). Responding to a question from Representative Langhorst, Major Rich advised 1) he would suggest all existing State groups dealing with the issue of radio communications be formed under the umbrella of the SIEC; 2) the SIEC could become a committee of the Domestic Preparedness Council (chaired by General John Kane) or of the ITRMC; and 3) the SIEC could be a stand-alone group, which was found to be typical in a review of other state models. The Subcommittee would perform more research, and bring forth a logical recommendation for the State of Idaho. Per Major Rich, funding anticipated from the Federal Emergency Management Agency (FEMA) had not yet become available.

Idaho Criminal Justice Information Integration Task Force –
Report by Major Dave Rich, Idaho State Police
At the direction of Chairman Ahrens, the Task Force had been working with the ITRMC Staff to develop an executive order formalizing the group (for reference, go to:
http://www2.state.id.us/itrmc/council/minutes/m021211.htm#justiceinfo). The draft executive order, which had been forwarded to the Governor's Office for review and approval, was provided to Council members. The Task Force would move forward with creation of a strategic plan once the executive order was in place, said Major Rich.

Enterprise E-Mail Service Work Group – Report by Steve Wilson, Idaho State Tax Commission
The Work Group had begun to produce an assessment of the cost to move forward with an enterprise e-mail system. A number of states would be contacted for assistance. There was Council discussion of specific components, such as security enhancements, that would be included in the group's cost assessment. There was also conversation with regard to the possibility of acquiring federal homeland security funding for the effort. Work Group Chair Steve Wilson advised he would keep this option in mind.

Later in the meeting, a representative of the Department of Environmental Quality expressed concern with an enterprise e-mail service for the State of Idaho. Chairman Ahrens suggested he participate in meetings of the Work Group.

SATAD (Secure Access to Applications and Data) Work Group –
Report by George Judge, Office of the State Controller
- Seven vendors responded to the request for proposal (RFP) dealing with digital authentication services. Technical experts from key State agencies were reviewing the responses.
- Vendor selection and contract finalization was expected for early to mid-March 2003.
- Dan Greenwood of the Massachusetts Institute of Technology (MIT) had been of great assistance in defining the State's requirements for the RFP. Once a vendor was selected, Greenwood would be returning to Idaho to work with the Attorney General's Office in creating the contract.

BRIEF UPDATES

IDANET – Report by Joe Roche, Division of Information Technology and Communication Services
- A major milestone for January included moving many agencies' computing traffic onto the IDANET backbone. In terms of commitment, the network was being managed with live traffic.
- Those involved with the IDANET project were investigating how the federal "e-rate" program had been used to expand and support statewide networks in other states. (The program "ensures that all eligible schools and libraries have affordable access to modern telecommunications and information services." For more information, see: http://www.ed.gov/Technology/erateforms/slcmai12.pdf.)
- A number of contracts were in place – in northern, central, and eastern Idaho – to connect to the communications backbone. These contracts included public agency clauses. Other State taxing entities needed to be made aware of this, as they could also take advantage of the contracts.
- The group was working closely with the Division of Purchasing in negotiating with certain parties to put telecommunications services contracts in place for southern Idaho. This would ensure a complete system is offered.

Purchasing Contracts – Report by Mark Little, Division of Purchasing
(Refer to handout: http://www2.state.id.us/itrmc/council/minutes/m030219/purchasing.pdf.) There was some discussion regarding the Western States Contracting Alliance (WSCA), a cooperative, multi-state purchasing organization with fifteen member states, including Idaho. **Jan Cox**, Purchasing Administrator, offered additional information on Idaho's participation with the WSCA.

Telecommunications Provider Map
Bill Farnsworth demonstrated the map, which was **launched on February 5, 2003**. The list of vendors included those that provided telecommunications wire and cable to homes and businesses. To utilize the database, go to: http://www2.state.id.us/itrmc/services.

NEW BUSINESS / ADJOURNMENT
As there was no other new business to come before the Council, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 3:30 p.m. The next meeting of the ITRMC was scheduled for Wednesday, April 16, 2003, from 8:30 to 11:30 a.m. in the East Conference Room of the Joe R. Williams Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant